

**HOWARD COUNTY**  
**HEATING-VENTILATION-AIR CONDITIONING AND REFRIGERATION PERMIT**  
**POLICY**

DEPARTMENT OF INSPECTIONS, LICENSES AND PERMITS  
3430 COURT HOUSE DRIVE  
ELLICOTT CITY, MARYLAND 21043  
PERMITS (410) 313-2455

[http://www.howardcountymd.gov/DILP/DILP\\_Home Page.htm](http://www.howardcountymd.gov/DILP/DILP_Home Page.htm)

INSPECTOR (410) 313-1840; INSPECTION REQUESTS (410) 313-3800

Work Requiring HVACR Permits:

Permits Are Required for the Following Work in Residential Occupancies (residential occupancy is defined as any occupancy classified as Use Group R, as defined in the Howard County Code, including, but not limited to: new single family dwellings, modular dwellings, accessory dwelling units, apartment units, hotel/motel rooms, and assisted living homes with 16 or fewer clients).

- HVAC installations in new construction.
- Any conversion of electric to another energy source.
- Additions and alterations that require installation of new HVAC systems.
- Replacement HVAC equipment when gas or oil fired, or when a geothermal tax credit is being sought regardless of energy source.

Work Exempt from HVACR Permits:

- Permits are not required for any minor HVACR repairs or for duct extensions to an existing HVACR system. Examples of such minor repairs include but are not limited to:

Fan Motors	Humidifiers	Air Cleaners
Room Heaters	Pellet Stoves (without Ducts)	Fireplace Stoves
Masonry Fireplaces	Factory Built Fireplaces	Portable Heaters

- HVACR permits are not required for replacement of existing equipment (same BTU's & fuel type):

Furnaces (all fuel types)	Fan Coil Units	Evaporator Coil
Outdoor Units	Air Conditioners	Heat Pumps
Condensing Units	Compressors	

**\*Replacement Geo Thermal Systems are not required; However, if a tax credit is being sought a permit and Manual J calculations are required.**

**HOWARD COUNTY HVACR PERMIT SUBMITTALS**

HVACR permit applications for a system to be installed in a new single family dwelling or new single family addition hotel/motel, apartment units must be accompanied by a simplified, but accurate floor plan drawing drawn to scale on 8 ½ x 14 paper which includes:

**Items 1-4 are required for ALL new system submittals. For HVACR equipment replacement permits only item #4, (Manual J ) is required.**

1. An INFORMATION BLOCK with:
  - The specific building address (house number NOT just the lot number)
  - Name of contractor doing the work
  - Licensee's name and signature
  - State License Registration Number
  - Scale used on the plan submitted
  - North arrow indicated on the plan
2. All rooms, windows, exterior doors, skylights, porches, attic access to equipment, and other relevant construction features that may effect the integrity of the HVACR system and its installation.
3. A line drawing of the HVACR system components superimposed on the plan showing the locations, dimensions and relevant elements, including, but not limited to:
  - Interior and exterior HVACR equipment
  - Duct trunk lines and transitions
  - Branch ducts/run-outs, dampers and registers with cfm ratings
  - Thermostats
  - Return ducts and grills
  - Duct insulation of R5 or greater
4. Manual J calculations for the proposed work which include the following information:
  - Equipment summary including manufacturer, model number and BTU's input and output
  - Summary of heat load for each zone plus the entire dwelling
  - Room-by-room analysis